



**THE FOLLOWING ARTICLE PUBLISHED BY THE
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Payroll Administration Memorandum Number 17

Please bring to the attention of your Payroll Secretary the Payroll Administration Memorandum outlined in the chart below. You may access this memorandum by going to the following site:

<http://www.nycenet.edu/Offices/DFO/PayrollAdministration/MostPopularClicks/PayrollMemoranda.htm>

Number	Date	Subject
17	June 5, 2006	<p>Summer Processing Procedures for Q744 and E745 Employees Using the Employee Information System</p> <hr/> <p><i>Abstract of Memo:</i></p> <p>This memorandum serves as a guide for Employee Information System (EIS) users who will have a regular or summer payroll processed during July and August 2006 (non-Chapter 683).</p> <p>ROCs and schools must comply with the procedures contained in the memorandum in order to process time and pay for employees who will be working during the summer, as well as School Safety Officers who are 12-month employees:</p> <p>Please Note: In preparation for the establishment of the Summer Tables of Organization (TO), as well as the rollover of employees, jobs, schedules and work locations for Fiscal Year 2007, EIS will not be available from June 29, 2006 through July 5, 2006.</p>

If you have any questions, contact the Administrative/Hourly Support Payroll at (718) 935-3029.